

Cumberland Falls State Resort Park Wedding Guide



*Here at Cumberland Falls State Resort Park
we are excited that you are interested in letting us help you create memories
that will last a lifetime.
Below is information that we would like for you to keep in mind when making
plans for your wedding and reception.*

Booking Process

Booking space and sleeping accommodations can be done over the phone or in person during a site visit. Once a date is placed on hold the contract must be finished and sent out.

Contract-The contract must be reviewed, signed and returned within two weeks of booking, along with the specified deposit to confirm the date. The date the contract must be returned is referred to as the option date stated on the page one of the document. If the signed contract and deposit are not returned prior to the option date it is assumed that the client has changed their mind and the booking will be cancelled at 4pm the day, it is due to be returned without notice to the customer.

Ceremony Location

The Falls Area



Photo Courtesy of kentuckystudio.com

Falls Area (Grass Area to the Right of the falls)-\$700.00

Seats up to 225 people theatre style. The falls area is public space so the ceremony will not be private. Chairs can be rented and setup from Cumberland Falls. A sound system is needed for any ceremony that takes place in this area. Client must bring in their own sound system for use in this location. All decorations and set up must be removed promptly after the ceremony.

Reception Location

The Moonbow Room



Moonbow Room- \$400.00-Seats up to 75 people banquet style

Set up of tables and chairs along with white linens that reach the lap are included in the rental fee for this space. DJ is not permitted in this location because this location is inside of the lodge. Background music is allowed.

Deposits

Meeting Spaces

The rental fees for all spaces reserved is due within two weeks from the date of booking to confirm space. If the signed contract is not returned, along with the Specified deposits it is assumed that the client has changed their mind and the Space will be cancelled without notification to be made available to rent to other clients.

Sleeping Accommodations

When a block of sleeping accommodations is held it is the responsibility of the client and the client's friends and family to contact the front desk to reserve accommodations. The front desk can be reached at 606-528-4121, 7 days a week, 24 hours a day. A credit card is required to make a reservation, but will not be charged until arrival for individual reservations. Reservations must be made prior to the cutoff date. The cutoff date is the date when the block of sleeping accommodations will be release back into general availability to be available to the general public. After the cutoff date sleeping accommodations can be reserved if available at the current market rate.

Food

Menu-Final menu selections must be made and reported at least 30 days prior to event. Tentative number of guests must be reported at least 30 days prior to event and a final guarantee must be reported 3 business days prior to event. If final guarantee is not reported tentative number of guests will be used as a final guarantee. It is the responsibility of the group to report these numbers. Pricing can be obtained for any items that are not on the catering menu. A 20% food deposit is due 30 days prior to the event. The total cost of the event must be prepaid 14 days prior to the event to ensure service. Catering by an outside vendor is not permitted. Only a wedding cake may be brought in from an outside vendor. A \$500.00 fine will be charged if food from an outside vendor is brought in.

Food Minimums Required-

A \$800.00 food and beverage minimum (does not include tax and service charge) must be met in order to rent the Moonbow room for wedding and reception space. If the \$800.00 food and beverage minimum is not met the remainder will be charged as a meeting room rental.

***Drinks that are included with the buffet are only served for the time the buffet is scheduled. If you would like additional drinks to be served before the buffet is set up or after the buffet is taken away, you will need to order them separately at the additional charges listed on the catering menu. ***

Supplies for Food and Drinks: Any food or drinks purchased from Cumberland Falls State Resort Park will include all supplies needed to serve and consume product. Supplies should be brought in by client for wedding cakes including plates, napkins, and utensils. Supplies can be purchased at an additional cost, but must be ordered prior to event. Supplies should also be brought in for any alcoholic beverages if mixers are not required. If mixers are purchased from Cumberland Falls State Resort Park we will supply ice, cups, and napkins for the mixers ordered. An ice caddy can be purchased for \$30.00 that should suffice for any ice that is needed for alcohol. One refill is permitted without additional cost.

Wedding Cake Service: Service of wedding cake can be purchased at an additional cost, and must be scheduled prior to the event, otherwise client should appoint someone from their group to serve cake. Supplies to serve cake can also be purchased at an additional cost, otherwise the client should bring plates, forks and napkins for cake service.

Chair Rental

White Chairs can be rented from Cumberland Falls for \$2 per chair which includes setup. Maximum of 100 white chairs. In the event, more white chairs are needed and Cumberland Falls cannot fill the number of chair required, white chairs can be rented from an outside vendor. This is the responsibility of the client. Chairs brought in by an outside vendor must be brought in and picked up by the vendor the day of the wedding. Storage for outside equipment is not permitted. We can offer set up of the chairs from an outside vendor at \$1.00 per chair extra. Set up of chairs must be scheduled prior to the event.

Tent Rental

Tents can be rented from an outside vendor and must be approved by park and the location must be approved by the park.

Banquet Event Order

A banquet event order is prepared in order to confirm set up, and needs, times for services scheduled and menu information. This document is distributed to all other departments in order to schedule staff for events and order food. All plans must be finalized at least 30 days prior to an event to ensure availability.

Reservations

Check in is not guarantee until 4pm. Check out is 11:00 a.m. in the lodge and woodland rooms, and 10:00 a. m. in the cottages. You will need to reserve a sleeping accommodation to get ready in. Because the check in and check out times it is best to make reservations for the day before the event and the day of the event to make sure you have access to the sleeping accommodation the entire day of the event. Group sales can establish a block of sleeping accommodations for event if instructed by the group contact, but guests must call into the front desk before the group cutoff date to make reservations out of that block to ensure reservations.

Decorations

- Falls Area - Decorating can begin at 8 a.m. the day of the event. This area is public space so the ceremony will not be private. Decoration must be removed immediately after the ceremony. Loose petals used during the ceremony must be real because of the animals that live in our park. Decoration that will not blow away can be made of any material you would like.
- Moonbow Room - Decorating can begin at 9 a.m. the day of the event, and must be taken down and removed by midnight the day of the event.

In the event that the Moonbow Room has not been rented the day prior to the event early decorating can be approved by the group sales coordinator. Spaces can only be held for decorating the day prior to the event if the client pays the rental fees and reserves the space. Ladders will not be provided for decoration by Cumberland Falls State Resort Park. Please make arrangements to bring in your own ladder if you will need one to decorate.

Linens-White linens that reach the lap are included in rental fees.

Napkins-Cloth napkins are provided with a buffet or any plated meal.

Colors include white, ivory, pink, lavender, light blue, royal blue peach, red, burgundy, spring green, sage green, grass green, black, charcoal, and gold. Napkins are allowed from outside vendors if we do not have a Corresponding color or white can be used.

*It is the responsibility of the group to coordinate all arrangements for any outside vendors.

No holes can be driven into any structure or ground inside of park property or grounds. Any decorations used must not leave residue or marks when taken down by group or clean up and restoration fees will be charge to the group.

Clean Up-The client is responsible for taking down any decorations brought in by the group by midnight the night of the event. Additional fees will be charged to the group folio if this does not occur.

Sound Equipment

A sound system is available at no extra charge for use on the patio and in the Moonbow room. Use of the sound system owned by Cumberland Falls State Resort Park is not permitted at the Falls Area. The sound system can be used for microphones and to play music from a computer, iPad, iPod, or smart phone. The client will be responsible for appointing someone to run the sound equipment during their event. The client will need to bring in their own sound system for use at the Falls Area.

AV Equipment

An LCD projector can be rented at \$95.00 to use for an event. If the client chooses to bring in their own LCD projector, the park will provide an AV screen and cart at no extra charge. The client must bring in their own computer to use for slideshows or music.

Storage

Storage for flowers, cakes, and/or alcohol is not permitted in the refrigeration units of the restaurant. If you need to store flowers, cakes, and/or alcohol in a refrigerator you must reserve a cottage that has a full size kitchen.

Vendors

Vendors listed below are not affiliated with Cumberland Falls State Resort Park. Vendor list provided as a courtesy. Any vendor of your choosing may be used. The client is responsible to hire and schedule all services from vendors on their own.

Ministers

- Jack Rogers, Home 606-528-7755, Cell 606-620-8268, jrogers@woodforest.com
- Minister (Baptist) Rufus Hughes 606-376-2996

Music

- “We Three Strings” (String Quartet) Lesley Cissell 606-682-4201
- DJ Service & Karaoke T.A.C. ▪ Karaoke & Tunes Thomas Chesnut 859-312-7157/ 502-867-7860
- DJ Services Ben Wilcox 859-585-3122, www.242porductionsdj.com, deputy242@windstream.net
- DJ Services Event Planning and Music, Ed (Event Planner) or James (DJ) 859-333-6858
- DJ Services Galaxy Mobile DJ-Sarah Shackelford 606-523-1802

Transportation

- Limousine Service-Lap of Luxury Limousines 606-682-3176/606-344-3173

Cakes

- Wedding Cakes Donna Vandy 606-864-6124
- Piece of Cake 859-630-9844 wenderferli@yahoo.com
- Wedding Cakes Sweet Creations Café 606-330-0622
- Wedding Cakes Cristy Austin 606-627-0503
- Wedding Cakes, Pam Rookard, 606-843-9960

Photography/Videography

- Dustyn Sams Visions (Photography/Videography) 606-524-6790, dustynwsams@gmail.com
- Bill Turner (Photography) 606-524-5177
- JM Video Productions by Jeff Meadors (Videography) 606-344-8899, www.jmvideoproduction.com

Florists

- Carousel Florist 606-864-7010 www.carousel Florist.com (Janay 606-224-9445/Joyce 606-312-0958)
- Gover Floral 1-800-962-3910 (Roger/Brian)
- Corbin Flower Shop 606-528-3174 (Lori/Johnny)
- Betty's Flowers 606-528-9800 (Everett/Angie)

Bridal Wear

- Copper Penney, 606-864-8523, London, KY
- Pon's Bridal LLC, 606-526-0215, Corbin, KY

Equipment Rental

- Crown Rental & Sales Sharon 606-679-4267
- General Rental & Party Supplies Melinda 606-679-6556
- WD Bryant and Son 606-549-2385

Marriage License

- Marriage license: Can be obtained at any court clerk's office in KY. Those listed below are the closest to the falls.
- McCreary Co. Court Clerk's office 606-376-2411
Business hours Mon-Fri 8:30 am-4:30 pm, Sat 9:00 am-12:00 noon
- Whitley Co. Court Clerk's office 606-549-6002
Business hours Mon 8:00 am-6:00 pm, Tue-Fri 8:00 am- 4:30 pm Closed Saturday